



Superior Court of California

County of San Bernardino

Employment Opportunity

Court Paralegal Trainee

\$3,428 - \$4,374 approximate monthly

Application deadline: 4:30 p.m., Monday, January 26, 2009

Announcement # 09-005

The eligible list resulting from this recruitment will be used to fill a current vacancy in the Self Help department in San Bernardino and future vacancies as they occur throughout the Court. Incumbents may be assigned to work in any Court District within the County to meet the needs of the court.

The Court Paralegal Trainee works under training conditions while gaining the necessary knowledge and abilities to advance to the fully qualified working level.

Incumbents in this class are eligible for promotion to Court Paralegal upon completion of a training program that demonstrates their ability to meet the knowledge, skills abilities and other prerequisites of the class, and receipt of a satisfactory work progress report. Incumbents must qualify for promotion to Court Paralegal within twelve (12) months or be terminated or returned to a position in which a current employee has passed probation.

Typical duties of a Court Paralegal Trainee include, but are not limited to:

- ❖ Under direct supervision reviews law and motion matters; conducts research; reviews guardianship petitions; may assist with review of simple and discovery matters and demurrers.
- ❖ Under direct supervision prepares ex-parte family law motions; family law OSC and domestic violence OSC for review.
- ❖ Assist with interviews of petitioners/plaintiffs and respondents/defendants to clarify facts.
- ❖ Under direct supervision interviews family law clients, provides information to concerned parties of laws, regulations, and procedures of the Court; under supervision explains scope of services and legal rights to clients; may assist in the completion and submission of legal forms.
- ❖ Perform related duties as assigned.

Requirements: Completion of an accredited and certified paralegal program or an Associate's degree in paralegal studies, or a Bachelor's degree in paralegal studies and one year of experience performing duties equivalent to a Legal Processing Assistant II.

How to Apply: Applicants must complete and submit a Superior Court application. **A copy of your certificate of completion from an accredited certified paralegal program or Associate's degree in paralegal studies; or a copy of your Bachelor's degree in paralegal studies or official college transcript must be attached.** Applications can be obtained on our website at www.sb-court.org, by sending your request to personnel@courts.sbcounty.gov or by telephone at (909) 387-6834. **Faxed and electronic applications will not be accepted.**

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development and credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

Court Personnel Department
172 W. Third Street, 2nd Floor
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